

City of San José

Energy and Water Building Performance Ordinance



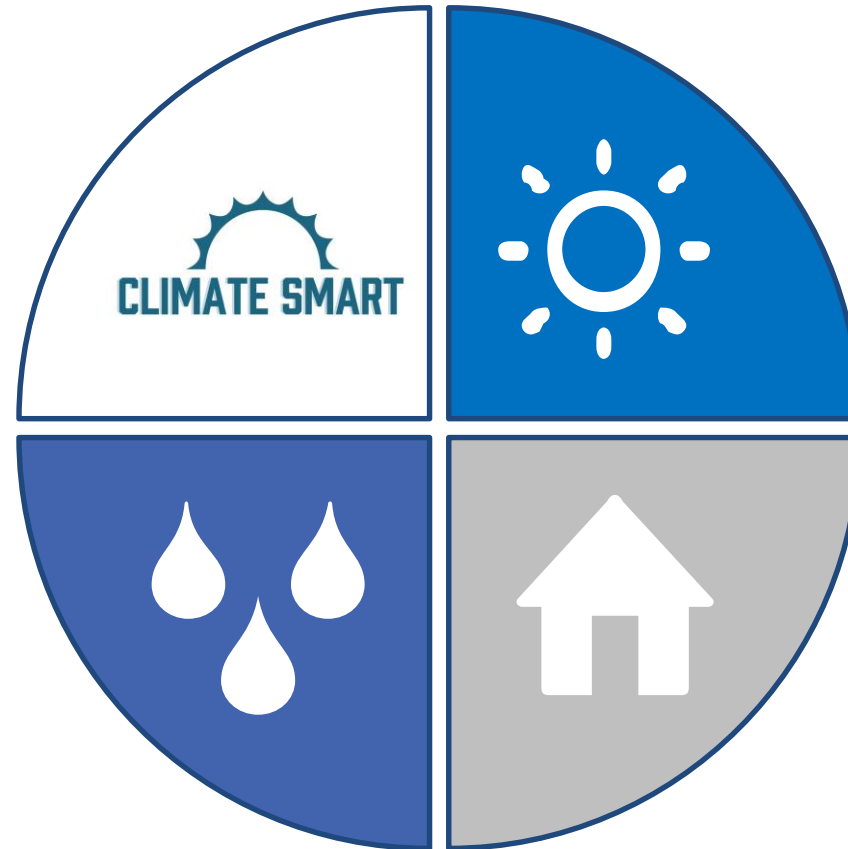
Environmental Services



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Why Building Performance?

Climate Smart San José targets a **6.5% reduction in GHG emissions every year** for the next 3 decades, and a **34% reduction in total water consumption** by 2040



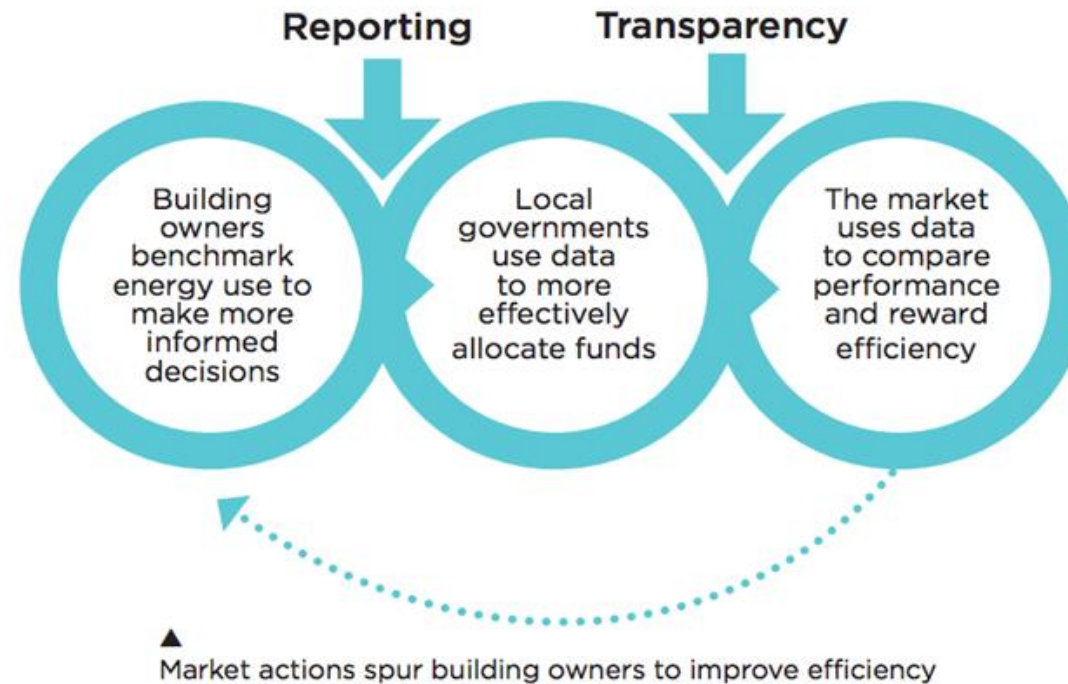
In San José, building energy usage is the second largest source of GHG emissions

Over half of the buildings that will be standing in 2050 have already been built

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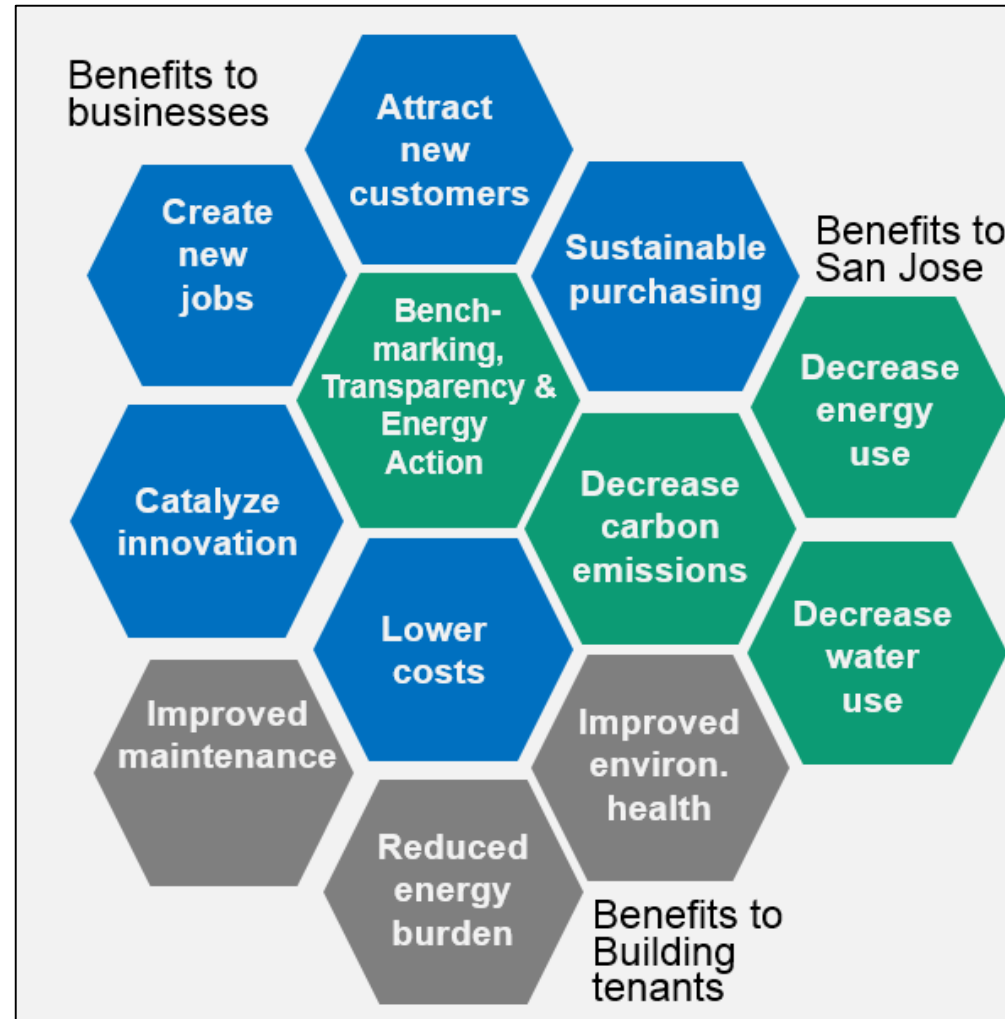
What is Benchmarking?

Benchmarking: The process of tracking a building's energy and water use over time, using a free tool called ENERGY STAR Portfolio Manager®, to assess how efficient buildings are compared to similar buildings



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Policy Benefits: Market Transformation



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Key Ordinance Details

- Buildings 20,000 sq. ft. and over
- Covers commercial and multifamily buildings
 - Not heavy/light industrial
 - Not condominiums
- Responsibility for reporting falls on building owner, not tenants, but can be delegated out to an operator/manager, 3rd party consultant, etc.
- Noncompliant buildings may be subject to fines, but extension and exemption forms are available
- Reporting fee in 2020



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Additional 5-Year Requirements:

Performance and Improvement Pathways

- **Performance Pathway**
 - Meet target performance standards OR improve performance for both energy AND water
 - LEED Existing Buildings Operations and Maintenance (EBOM) Certification
- **Improvement Pathway***
 - If unable to meet performance standards or improve performance, can select one of the following:
 - ASHRAE II energy audit / water audit
 - Energy / water re-tuning
 - Simple buildings can select 2 energy / water efficiency improvement measures

*Does not apply to multifamily buildings between 20,000-50,000 square feet in which units are not separately metered



Ordinance Schedule

- **Reporting Year 1: May 1, 2019**
 - Buildings 50,000 sq. ft. and over will report benchmarking data to the City, and reporting metrics will be published
 - Transition buildings from reporting benchmarking data to the CEC
- **Reporting Year 2: May 1, 2020**
 - Buildings 20,000 sq. ft. and over will report benchmarking data to the City, and reporting metrics will be published
- **Reporting Year 3: May 1, 2021**
 - Buildings 50,000 sq. ft. and over will be phased into 5-year requirements, based on tax assessor parcel number
- **Reporting Year 4: May 1, 2022**
 - Buildings 20,000 sq. ft. and over will be phased into 5-year requirements, based on tax assessor parcel number



Getting Started



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ENERGY STAR Portfolio Manager®

- ENERGY STAR Portfolio Manager® is the industry standard for benchmarking commercial building energy efficiency. It was launched by U.S. Environmental Protection Agency (EPA) as an online tool to measure and track energy and water consumption, as well as greenhouse gas emissions.



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<https://portfoliomanager.energystar.gov/pm/login.html>

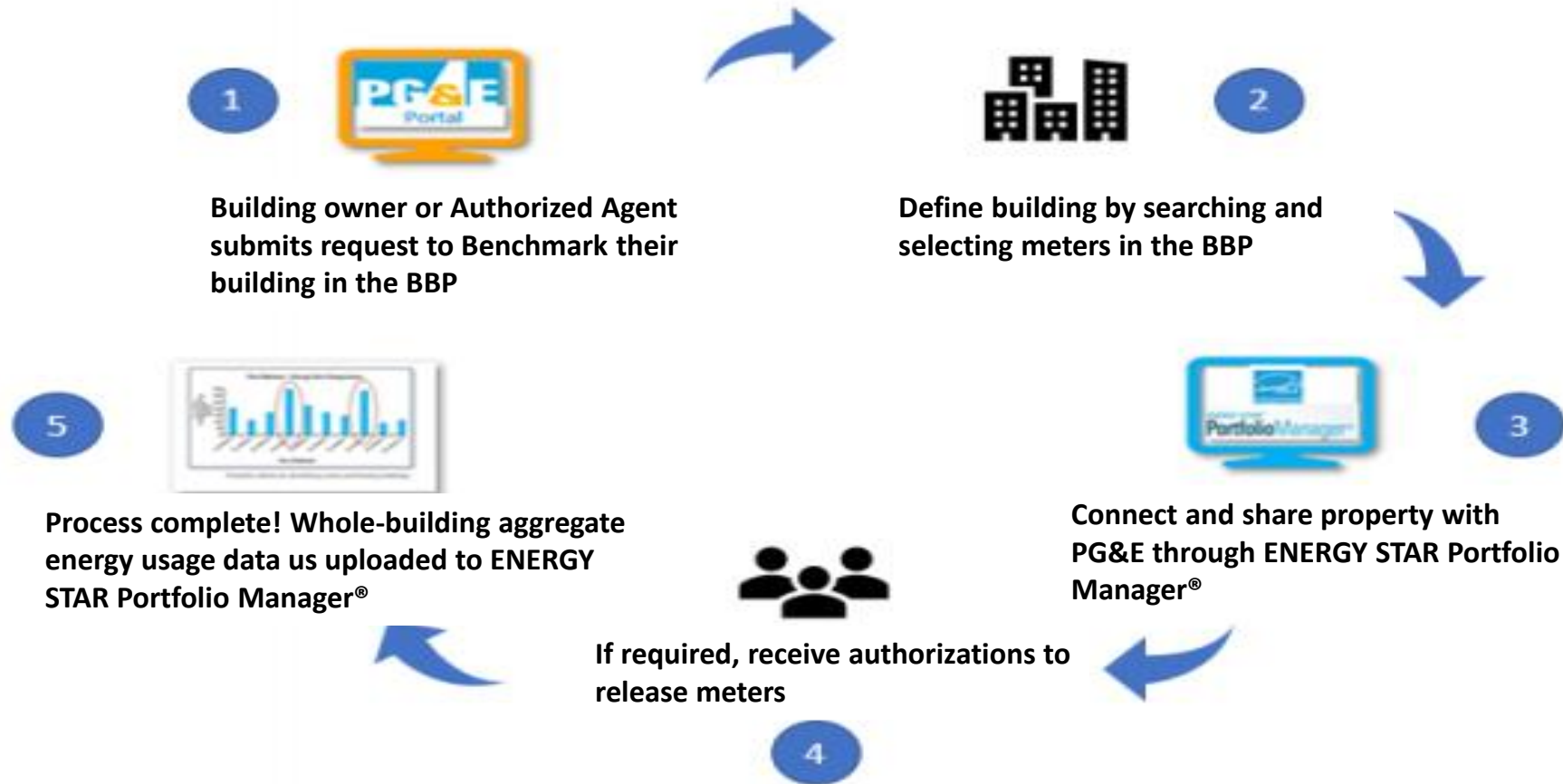
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PG&E's Building Benchmarking Portal

- Per AB 802, PG&E created the Building Benchmarking Portal (BBP), which allows building owners to request their buildings aggregate whole building energy data, and have it automatically uploaded into ENERGY STAR Portfolio Manager®.
- Building Owners or an Authorized Agent can use the BBP to:
 - Request to benchmark their building
 - Select the affiliated meters
 - Connect with ENERGY STAR Portfolio Manager®

Gathering Energy Data from PG&E's Building Benchmarking Portal (BBP)



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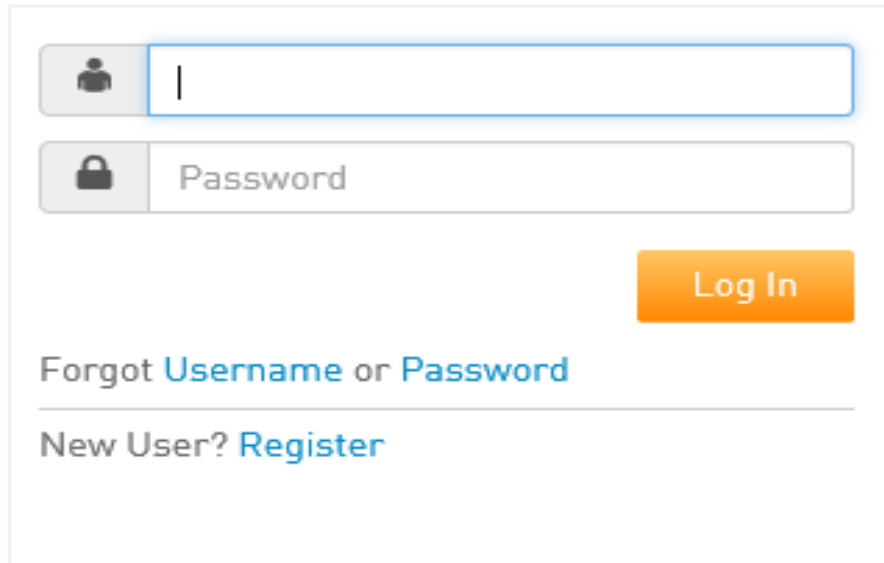


<https://www.pge.com/benchmarking>

Setting up your building in BBP

1) Create an Account, and add your building.

Log In Building Benchmarking Portal



The login form features a light gray background. At the top left is a user icon, followed by a text input field. Below this is a password icon, followed by a text input field labeled "Password". To the right of the password field is an orange "Log In" button. Below the login fields are two links: "Forgot Username or Password" and "New User? Register".

<https://www.pge.com/benchmarking>

Add Building

[Step 1: Building Information](#)

[Step 2: Upload Document](#)

[Step 3: Review & Submit](#)

Enter the primary address for the building you wish to register, then click "Next" to continue.

Building Name

Street Number (optional)

Street Name (Do not include St., Ave., Blvd., Rd., etc.)

Unit # (Apt., Ste., etc.) (optional)

City

State

CA

Zip Code


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Setting up your building in BBP

2) Define and Map your building.

Add Building

Buildings

	Building Name	Address	Statuses		
			Registration	Mapping	ESPM Link
	Test Building	100 Test San Francisco CA 941050000	Approved	Undefined	

Displaying Page 1 of 1

<< First < Previous | Next > Last >>

Key: On Hold = Contact Support; Undefined = Building not mapped; ESPM = Energy Star Portfolio Manager; Partial = 1 virtual meter not linked

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Setting up your building in BBP

3) Search for premises.

Search Premises

Enter the address for additional premises you want to search for, then click "Next" to continue. Note: Some buildings have side street address(es) that need to be searched for separately.

Street Number (Optional)

Street Name (Do not include St., Ave., Blvd., Rd., etc.)

City

State

CA

Zip Code (optional)

[< Back](#)

Search

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Setting up your building in BBP

4) Select the Premise(s) you want to add to your building

Search Results: Add to New Mapping

Searched: 215 MARKET SAN FRANCISCO CA

Below are premises found at the searched address.

- Select the premises you want to include in your new building definition and click "Add to New Mapping"
- After showing more premises, be sure to scroll down and select any additional premises wanted. To select all premises, you may need to deselect/reselect "all" again.
- You can add up to 50 premises at a time to your building mapping
- Click "View Meter IDs" to see a list of meter IDs for selected premises

[Return to Search](#)

Premises					View Meter IDs : Gas: 1 Electric: 2	
<input checked="" type="checkbox"/>	Premise Address	Premise Status	Gas Services	Electric Services		
<input checked="" type="checkbox"/>	215 MARKET ST SAN FRANCISCO CA 941051703992	Unmapped	0	1		
<input checked="" type="checkbox"/>	215 MARKET ST SAN FRANCISCO CA 941051703992	Unmapped	1	0		
<input checked="" type="checkbox"/>	215 MARKET ST SAN FRANCISCO CA 941051703992	Unmapped	0	1		

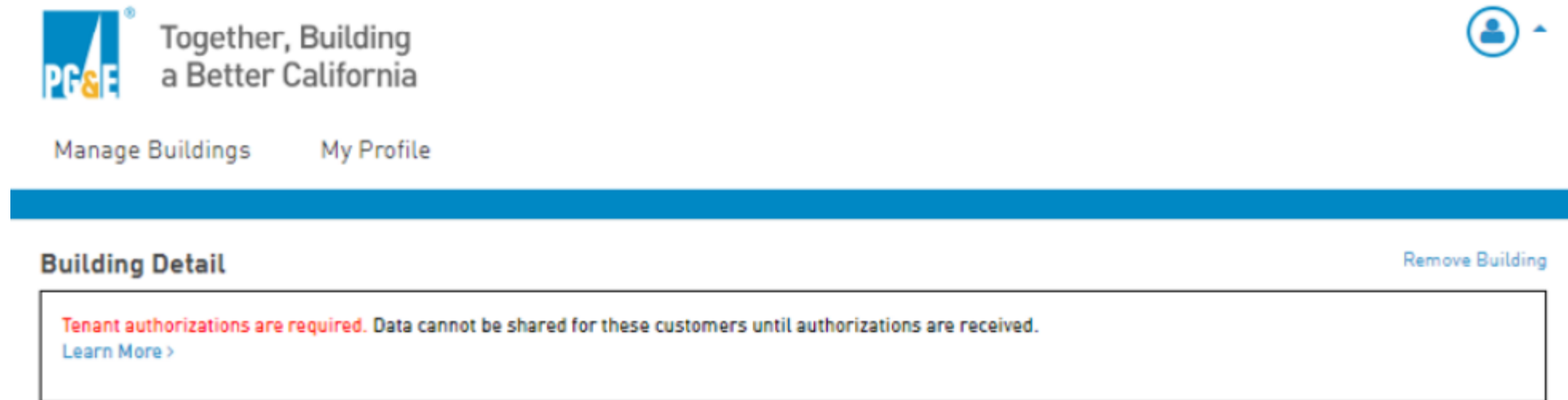
[Add to New Mapping](#)

[Go to Building Definition Dashboard >](#)

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Meter Authorizations

- Depending on the number of active meters at your building, meter authorization(s) may be required. If required, you will see the Authorizations banner at the top of the Building Detail page in the BBP
- You will also notice an “Auth Required” note for each meter that requires tenant authorization.



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Meter Authorizations

- Meters must be authorized if any of the following applies:
 1. Your building has less than 3 active utility accounts, none of which are residential.
 2. Your building has less than 5 active utility accounts, where at least one account is residential.
 3. Your building has fewer than a combination of 5 residential and commercial utility accounts.
- Authorizations need to be completed by the customer / account holder at the following website: Portfolio Manager Web Services Data Authorization Form, which can be found at www.pge.com/benchmarking.
- You will need the account number affiliated with the meter, and either a meter number or phone number affiliated with the account.

Meter Authorizations

PG&E

For My Home | About PG&E | Media Newsroom | Careers | Contact Us | Español

Your Bill & Account | Save Money | Rates

Manage Your Account
Assess Your Energy Usage
Ways to Pay Your Bill
Open, Close or Move Your Account
Understand Your Energy Statements

Portfolio Manager Web Services Data Authorization

Customer Validation

Use this form to authorize or revoke authorization to disclose your electricity or gas usage information to your building owner or landlord.

* Indicates required field

General Account Information

* Account Number:
1234567890

Customer Verification

* Please provide either a phone number or meter number for verification.

Phone Number ☐ Meter Number ☒

1004567890

Security

* Type what is shown below:

474377

474377

Cancel Continue

- Enter your ten digit Account Number, and either the Phone Number associated with the account, or one Meter Number associated with the account.
- If you choose to enter a Meter Number, click on the Meter Number button prior to entering your Meter Number. See the sample monthly Energy Statement included in the FAQ section for help locating these numbers.
- Then, type in the security code as shown, and click Continue.

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Meter Authorizations

Portfolio Manager Web Services Data Authorization

Step 1: Application Details Step 2: Review & Agreement

Authorization/Revocation Indicator

I, **CITY OF SAN JOSE**

Select one:*

- ☒ Authorize disclosure of energy usage and cost of service addresses identified below.
- ☐ Revoke all authorizations of disclosure of energy usage and cost of service addresses identified below.

Account ID: 4815433192

Select one or more Service Agreement ID(s)*

Service Agreement ID

Select	Service Agreement ID	Service Type	Meter Number	Service Address
<input checked="" type="checkbox"/>	4815433896	Electric	1009507179	50 N 4TH ST HME1 , SAN JOSE

[Select/Deselect all](#)

- ☒ Aggregated building data (AB 802)
- ☐ Individual meter data (AB 1103)

Note: For customers with CCA supply charges, the total energy costs (PG&E costs + CCA costs) will be provided for the Aggregated building data (AB 802) program.

Select up to ten Third Parties*

Authorized Property Owner Selection

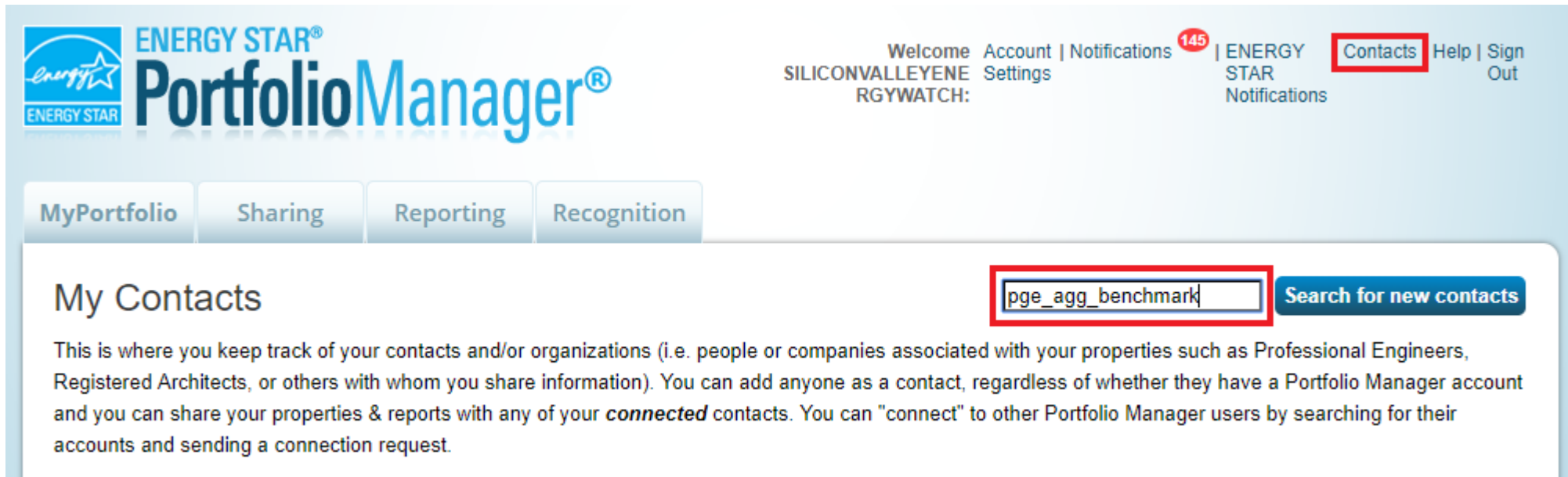
Enter the 10 digit Building ID provided to you by the requester into the search box. Then select the requester to whom the data should be released to.

Type Building ID Here

	Building Id	Address	Name

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Connect with PG&E Through ENERGY STAR Portfolio Manager®




The screenshot displays the ENERGY STAR Portfolio Manager web application. At the top left is the ENERGY STAR logo and the text 'PortfolioManager®'. To the right, a navigation bar includes links for 'Welcome SILICONVALLEYENERGYWATCH:', 'Account Settings', 'Notifications' (with a red badge showing '145'), 'ENERGY STAR Notifications', 'Contacts' (highlighted with a red box), 'Help', and 'Sign Out'. Below the navigation bar are four tabs: 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. The 'MyContacts' section is active, featuring a title 'My Contacts', a search input field containing 'pge_agg_benchmark' (highlighted with a red box), and a 'Search for new contacts' button. A descriptive paragraph explains the purpose of the contacts section: 'This is where you keep track of your contacts and/or organizations (i.e. people or companies associated with your properties such as Professional Engineers, Registered Architects, or others with whom you share information). You can add anyone as a contact, regardless of whether they have a Portfolio Manager account and you can share your properties & reports with any of your **connected** contacts. You can "connect" to other Portfolio Manager users by searching for their accounts and sending a connection request.'

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Connect with PG&E Through ENERGY STAR Portfolio Manager®



The screenshot displays the ENERGY STAR Portfolio Manager interface. At the top, there are four tabs: "MyPortfolio", "Sharing", "Reporting", and "Recognition". Below the tabs, the "Search Results" section is visible. It contains a paragraph explaining the search results and the "Connect" button. Below this, there is a table with search results. The first result is "Pacific Gas and Electric Whole Building", which is highlighted with a red border. To the right of this result is a "Connect" button.

Your Search Criteria	
	 Pacific Gas and Electric Whole Building Benchmarking group with Pacific Gas and Electric Company

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Connect with PG&E Through ENERGY STAR Portfolio Manager®

Send a Connection Request to [Pacific Gas and Electric Company](#) to Begin Exchanging Data

[Pacific Gas and Electric Company](#) requires the following information in order to exchange data with your property(ies). If you have any questions about how to complete this information, please contact [Pacific Gas and Electric Company](#). Once your connection request has been accepted, you can share individual properties and/or meters with them to get started exchanging data.

Authorized By: Example: Jane Simpson
Custom Field Authorized By: 1 - 20 Characters

Customer Email: Example: joesmith@abc.com
Custom Field Customer Email Address: 1 - 50 Characters

Terms of Use:

In the U.S. Environmental Protection Agency's (EPA) national energy performance benchmarking program, an element of the ENERGY STAR program, I understand, on behalf of Customer, that the EPA requires information about Customer's facility (which Customer will provide directly to the EPA), and also Customer's monthly utility billing data and other data as may be required by Portfolio Manager in order to calculate Customer's benchmarking score and other energy information that will help Customer track the energy usage and efficiency of its facilities. I understand, on behalf of Customer, that it is convenient and desirable to have Pacific Gas & Electric (Utility) automatically release such data on Customer's behalf directly to the EPA, so that Customer's benchmarking information will remain up-to-date. I also understand, on behalf of Customer, that it is desirable for Utility to have access to Customer's benchmarking information, so that Utility may better assist Customer in managing its facility energy use and efficiency. I authorize, on behalf of Customer, the disclosure by Utility of Customer's monthly billing data, building square footage, occupancy type and operational characteristics as may be required by the EPA in order to benchmark Customer's facilities. A list of these facilities and their account information is provided herewith. I

Agreement: ☒ I agree to my provider's ([Pacific Gas and Electric Company](#)) Terms of Use.

[Send Connection Request](#) [Cancel](#)

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Share Property with PG&E Through ENERGY STAR Portfolio Manager®



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Share Property with PG&E Through ENERGY STAR Portfolio Manager®

The screenshot shows the 'Sharing' tab of the ENERGY STAR Portfolio Manager interface. The main heading is 'Share (or Edit Access to) Properties'. Below this is a paragraph explaining the purpose of the page. The interface is divided into two main sections: 'Select Properties' and 'Select People (Accounts)'. The 'Select Properties' section has a dropdown menu set to 'One Property' and a text box containing 'Sample Building'. The 'Select People (Accounts)' section has a text box titled 'Select contacts from my contacts book:' containing two entries: 'Pacific Gas and Electric Company (PACIFICGASELECTRIC)' and 'Pacific Gas and Electric Whole Building (pge_agg_benchmark)'. On the right side, there are three informational sections: 'Sharing with Accounts', 'Exchanging Data', and 'Who gets to Share Forward?'. The 'Sharing with Accounts' section explains the process of connecting with others. The 'Exchanging Data' section explains how to connect with organizations that exchange data. The 'Who gets to Share Forward?' section explains the 'Full Access' option.

MyPortfolio **Sharing** Reporting Recognition

Share (or Edit Access to) Properties

Sometimes it's really important to be able to share your property with someone else. Maybe they need to help monitor your property, enter energy information (perhaps automatically) or process applications for recognition. If this sounds like what you need, start out by selecting the property(ies) that you'd like to share and who you'd like to share with them. If you have already shared properties, you can also use this form to edit people's access to your properties.

1 **Select Properties**
We'll get into the details of the level of access later. For now, which properties do you want to share and/or edit access to?

One Property ▼ Sample Building ▼

2 **Select People (Accounts)**
Which people (accounts) do you want to share these properties with (or modify their current access to)? The access for each can be different and you'll be able to specify that on the next page.

Select contacts from my contacts book:

Pacific Gas and Electric Company (PACIFICGASELECTRIC)
Pacific Gas and Electric Whole Building (pge_agg_benchmark)

Sharing with Accounts
In order to share properties with others (either individuals or organizations), you need to be "connected" with them. To make a connection, go to the "Add Contact" or "Add Organization" page and search for them within Portfolio Manager (they need to have a Portfolio Manager account). Once you find them, send a "Connection" request. After they accept your connection request, they will show up on the list to the left.

Exchanging Data
To get started, first [connect with](#) an [organization that exchanges data](#). Once you are connected, their name will appear on the selection list on the left. **Note:** you can now share in bulk for [exchanging data](#).

Who gets to Share Forward?
Full Access - Automatically includes "Share Forward" rights

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Share Property with PG&E Through ENERGY STAR Portfolio Manager®

MyPortfolio **Sharing** Reporting Recognition

Share Your Property(ies)

To finish up, tell us what type of access the people you have selected should have for each of the properties that you have selected. The option to exchange data is only available for authorized accounts.

Select Permissions for Each Contact
The access levels you select do not have to be the same for each property or each person.

Sort by: **Property Name**

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
▼ Demo Office Building (5706630)					
Pacific Gas and Electric Company					

Who gets to Share Forward?
Full Access - Automatically includes "Share Forward" rights
Read Only - Automatically does NOT include "Share Forward" rights
Custom - You decide, along with the individual permissions for property, meter, goals and recognition permissions.
Exchange Data - You decide, along with the individual permissions for property, meter, goals and recognition permissions.

Share Property(ies) Cancel

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Share Property with PG&E Through ENERGY STAR Portfolio Manager®

Select Access Permissions to [Sample Building](#) for [Pacific Gas and Electric Whole Building](#).
The following information is required by [Pacific Gas and Electric Whole Building](#) in order to provide service to your property(ies). If you have any questions about how to complete this information, please contact them directly.

Building ID: * Example: 0123456789
Building ID provided in Pacific Gas and Electric Building Benchmarking Portal; 10 - 10 Characters

User ID: * Example: 7654321
User ID provided in Pacific Gas and Electric Building Benchmarking Portal; 7 - 7 Characters

Select the permission level below that you would like to grant [Pacific Gas and Electric Whole Building](#) for each category.

Item	None	Read Only Access	Full Access
Property Information	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
▼ All Meter Information			
▼ Energy Meters			
Aggregate Electric Grid Meter	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Aggregate Natural Gas	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

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Share Property with PG&E Through ENERGY STAR Portfolio Manager®

Select Access Permissions to [Sample Building](#) for [Pacific Gas and Electric Whole Building](#).

▼ Energy Meters			
Aggregate Electric Grid Meter	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Aggregate Natural Gas	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Goals, Improvements, & Checklists	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Recognition	<input type="radio"/>		<input checked="" type="radio"/>

Additional Options:

Item	Yes	No
* Share Forward Allow Pacific Gas and Electric Whole Building to share this property with others and give them any permissions that he/she has, including the right to share with more people.	<input type="radio"/>	<input checked="" type="radio"/>

[Apply Selections & Authorize Exchange](#) [Cancel](#)

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Reporting to the City

<https://portfoliomanager.energystar.gov/pm/reports/dataRequest/accept/aa8579d1-5950-4a6c-a8c8-dc18f0e1f1ad>

What Would You Like To Do?



I Want to Review/Edit these Properties

You can review individual properties/meters by using the links in the table above or [download it to Excel](#) in order to begin troubleshooting these issues.



I Thought I Fixed These Problems- I Want to [Generate an Updated Response](#)

If you have made changes to your data since your response was generated (03/13/2019 01:20 PM EDT), you will need to re-generate the report in order for these changes to be reflected.

[Generate Updated Response](#)



I Want to Submit Anyway

If you have verified that any issues listed in the table above are not the result of a mistake, you can continue submitting your response. Note that an incomplete request could be considered invalid or non-compliant by the requestor so it is strongly encouraged that you fix any issue before proceeding.

[Send Response](#)

(You will confirm your response on the next screen)

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Confirm Response to Data Request from Ariel Carpenter (City of San Jose)

By clicking Send Data, you will release data to Ariel Carpenter (City of San Jose). You will receive a confirmation email with a receipt and a copy of the data attached.

1 Who (besides you) should we send a confirmation email to?

Select contacts from your contacts book:

Alum Rock Union School District (A
Amanda Leonis (Santa Clara Coun
Andrea Case (SJENERGYOFFICE
Anthony Eulo (CITYOFMORGANH
Ariel Carpenter (SanJoseBuildingB
Beth Gucciardi (BETHGUCCIARDI
Campbell Union High School (Cam
Chris Garcia (Campbell Union Elen
City Campbell (City of Campbell)

To select multiple contacts, hold down your Control (CTRL) key and click on each selection.

Optional- Additional Email Addresses:

Separate multiple emails by a comma or semicolon.

2 What format would you like your data in for the email attachment?

- ☒ Excel
☐ XML

3 E-Sign your Data Response, then "Send Data"

☐ I hereby certify that I am releasing data about my properties, or on behalf of someone else, to Ariel Carpenter with City of San Jose.

Your username:

Your password:

E-Sign Response

Send Data

[Cancel](#)

About Releasing Your Data

Once you have chosen to release your data, there is no way to retract it. Please [preview](#) your report to identify any data issues before sending to avoid incomplete or incorrect data being released.

About Signing Your Response

Please provide login credentials (username and password) to electronically sign your response.

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Review



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Resources for Compliance

- Please visit www.sanjoseca.gov/benchmarking to access:
 - About The Ordinance Flier
 - FAQs
 - Compliance Checklist
 - Exemption/extension forms
 - Unique building IDs
 - Utility-specific resources and contacts
 - ENERGYSTAR Portfolio Manager® resources
- Or contact the City of San José Benchmarking Help Desk
 - Email: benchmarking@sanjoseca.gov
 - Phone: 408.975.2540

Questions?



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